



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1710.37C (h)

5

28 Apr 03

COMBAT CENTER ORDER 1710.37C w/chl

From: Commanding General  
To: Distribution List

Subj: CIVILIAN USE OF MARINE CORPS COMMUNITY SERVICES (MCCS) FACILITIES

Ref: (a) MCO P1700.27A  
(b) CCO 5512.2A

Encl: (1) MCCS Facilities Available for Civilian Use  
(2) Rules for Facility Use by Authorized Civilians

1. Situation. Reference (a) grants the Commanding General the authority to permit certain categories of civilian personnel to use particular MCCS facilities. Any civilian use of facilities is not to interfere with the use by military members.

2. Cancellation. CCO 1710.37B.

3. Mission. To provide guidance on the use of MCCS facilities by civilian personnel aboard the Combat Center.

4. Execution

a. Commander's Intent. Civilian employees may use some MCCS facilities. Such usage will be determined by the type of identification card issued and will not interfere with the availability of these facilities for military members as listed in the enclosures. Fees and charges for civilian patrons may be higher than for military patrons at some activities.

b. Concept of Operations. Authorized users and the types of identification cards they hold are described below. Use of Marine Corps Family Team Building activities is limited to spouses of active duty members. Restaurants and snack bars are open to all civilians, including Combat Center visitors. All identification cards will be issued in accordance with reference (b).

(1) The DD Form 2574 identification card is issued to MCCS (Morale, Welfare, and Recreation (MWR)) employees and family members. These cardholders may use all Business Operations activities (except for uniform or state tax-free items), Semper Fit activities, Child Care, and Personal Service activities on a space available basis. Use of clubs is governed by each club's by-laws.

(2) The OF-55 identification card (now the common access card) is issued to civil service employees. These cardholders may use all Semper Fit activities, Child Care, convenience stores for food and beverage items for personal consumption, and Personal Service activities on a space available basis. Use of clubs is governed by each club's by-laws.

and former POW's and spouses of current POW's or  
Service members missing in action and their family  
members.

(3) The Marine Corps Air Ground Combat Center (MCAGCC) Activity Pass is issued to civilian contract employees. These cardholders may use all Semper Fit activities, Child Care, convenience stores for food and beverage items for personal consumption, and Personal Service activities on a space available basis. These cardholders may use the Combat Center Library, but may not borrow books or materials.

(4) Civilian employees as described in paragraphs (1), (2), and (3) above may participate in the Marine Corps intramural sports program. The participation of authorized civilians will not be at the exclusion of active duty service members. Whenever possible, civilians will play on teams with proportionally larger numbers of active duty personnel. As with other MCCA activities, civilian participation will be at the discretion of the Commanding General.

(a) If predominately or completely civilian teams participate in the intramural sports programs, they will be exempted from competition for Commander's Cups or similar award programs. However, if the Commanding General feels it is in the best interest of the Command, he retains the right to make exceptions.

(b) All authorized civilians who participate in the Marine Corps intramural programs, as well as, in the Semper Fit activities listed in enclosure (1), must sign a Hold Harmless agreement and provide proof of medical insurance coverage prior to their participation. Hold Harmless agreements and proof of medical coverage will be presented to the Athletic Director for verification. Hold Harmless agreements are available at the facilities concerned.

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

- a. Signal. This Order is effective on the date signed.
- b. Command. This Order is applicable to the Marine Corps Total Force.

  
J. D. NICHOLS  
Chief of Staff

DISTRIBUTION: A-1



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CCO 1710.37C Ch 1  
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**APR 19 2004**

COMBAT CENTER ORDER 1710.37C Ch 1

From: Commanding General, Marine Air Ground Task Force Training Command,  
Marine Corps Air Ground Combat Center  
To: Distribution List

Subj: CIVILIAN USE OF MARINE CORPS COMMUNITY SERVICES (MCCS) FACILITIES

1. Situation. To direct a pen change to the basic Order.
2. Action. In paragraph 4b.(3) insert "and former POW's, and spouses of current POW's or service members missing in action and their family members" after the word "employees".
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
J. D. NICHOLS  
Chief of Staff

DISTRIBUTION: A-1

MCCS FACILITIES AVAILABLE FOR CIVILIAN USE  
BY OF-55, CAC, AND ACTIVITY PASS HOLDERS\*

SEMPER FIT/RECREATIONAL ACTIVITIES

Athletic Fields, Parks & Picnic Areas  
Auto Hobby Shop  
Bowling Center  
East and West Gyms/Fitness Centers  
Golf Course  
Information, Tickets, and Tours (ITT)  
Lake Havasu  
Outdoor Adventures  
Sports Program  
Stables  
Sunset Cinema  
Swimming Pools  
Wood Hobby Shop  
5th Street Zone

BUSINESS OPERATIONS ACTIVITIES

All Snack Bars  
All Contracted Food Operations  
Clubs (by rank equivalent, subject to each club's by-laws)  
Convenience Stores (food & beverages for individual consumption only)

PERSONAL SERVICES ACTIVITIES

Child Care/Youth Programs  
Career Resource Center  
Education Center  
Library

\*NOTE: In addition to the activities listed above, DD Form 2574 identification card holders may use all retail and services operations. They may not, however, purchase state tax-free items (alcohol and tobacco products), or uniform items.

ENCLOSURE (1)

## Rules for Facility Use by Authorized Civilians

1. Athletic Fields - Intramural and Youth Sports teams have priority. All usage shall be as determined by the MCCS Sports Department.
2. Auto Hobby Shop - Bays, both inside and outside, shall not be assigned to a civilian while a military member is waiting. Bays, once assigned to a civilian, shall not be reassigned to a military member until the assignment is complete. No civilian shall be assigned to a bay for longer than one week if he is not working on the vehicle, when there are military members waiting for a bay.
3. Clubs - Civilian personnel must be eligible by grade to use the Officer's Club and the Staff Noncommissioned Officer's Club. Eligibility and membership is governed by the rules of the applicable club. Excursions (Enlisted Club) is available only to uniformed members of pay grade E-1, E-2, and E-3, and their family members and guests.
4. 5th Street Zone - Available to all civilians, age ten and older.
5. Golf Course - Civilians who request tee times shall defer to military members who request the same tee times on the same day. Civilians whose reservation is in effect at the beginning of a workday shall not be displaced by military members thereafter. Once civilians have begun play they shall be permitted to continue through the end of their scheduled round(s), regardless of subsequent requests by military members.
6. Gym/Fitness Centers - Units engaged in unit Physical Training have priority reserving all courts, except during intramural seasons when season sports have first priority. Otherwise, civilians may use the facilities on the same basis as military members.
7. Library - Civilians with identification cards DD Form 2574, OF-55, or Common Access Card (CAC) may borrow materials on a first-come-first-served basis, except that books on the Marine Corps Professional Reading List are restricted to active duty personnel. Civilians shall surrender use of library computers (whether Internet-capable or not) to waiting military members after 30 minutes of use.
8. Pools - During normal working hours, military training has priority over any other use at the Training Tank. During recreational swim hours, all pools are open on a first-come, first-served basis until maximum capacity is reached. Thereafter, daily waiting lists shall give military members priority.
9. Self-Care Boarding Facility - Military members have priority on any space available and on waiting lists.
10. Sunset Cinema - Sunset Cinema shall be open to use on a first-come, first-served basis. During normal working hours the theater is under the operational control of the Operations and Training Directorate. Except as directed by the Commanding General, military training requirements have priority over all other requests to use the facility.

ENCLOSURE (2)

11. Vacation Cabins - The Vacation Cabins at Lake Havasu are reserved on a first-come, first-served basis as long as spaces are available. If it is necessary to establish a waiting list, military members will have priority.

12. All other facilities are available on a first-come, first-served basis.

ROUTING SHEET						7 APR 04
<div style="text-align: center; font-weight: bold; margin-bottom: 10px;">OPERATION CODE</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> X Originator or office  Affixing routing sheet  A Appropriate action  B Signature  C Comment/Recommend  D Concurrence </div> <div style="width: 45%;"> E Information  F Return to <u>MCCS</u>  G Retention  H (Other) _____  _____  _____ </div> </div>						SUBJECT:  ANNUAL REVIEW OF DIRECTIVE – COMBAT CENTER ORDER 1710.37C Ch 1 – CIVILIAN USE OF MCCS FACILITIES
						ACTION OFFICER (name, section, ext.) J.M. BAKER, DEP DIR, MCCS, X6870
						SUSPENSE DATE: 20 APR 04
RTG	OPR CODE	ADDRESSEES	DATE IN	DATE OUT	INITIALS <small>concur/nonconcur</small>	REMARKS & SIGNATURE
		CG				<b>BACKGROUND:</b> ANNUAL REVIEW OF COMBAT CENTER ORDER.
		C/S		4/12	<i>[Signature]</i>	
		SGTMAJ				
		SSEC				
		MANPWR				
3	C/D	ADJ	040413		<i>[Signature]</i>	<b>DISCUSSION:</b>  
		PERSO				
		O&T				
		I&L				
		HRO				
2	C/D	MCCS DIR		4/13	<i>[Signature]</i>	<b>RECOMMENDATION:</b> THE ENCLOSED CHANGE TO THE SUBJECT ORDER IS FORWARDED.
1	C/D	DEPUTY			<i>[Signature]</i>	
		GEN SUPT				
X		FINANCE/MAC				
		PERS SVCS				
		BUS OPS				<div style="text-align: right; margin-bottom: 20px;"> V/R  <i>[Signature]</i>  J.M. BAKER </div> <div style="font-size: 1.5em; margin-bottom: 20px;"> COS? (other adj.) </div>
		SEMPER FIT				
		C&D				
		PAO				
		REL MIN				
		HOSP				
		DENTAL				
		HQBN				
		RSU				
		MCCES				
		CSSG-1				
		MWSS-374				
		VMU-1				
		7TH MARINES				